



# VACANCY ANNOUNCEMENT

EXECUTIVE OFFICE OF THE PRESIDENT  
UNITED STATES TRADE REPRESENTATIVE

DELEGATED EXAMINING UNIT FOR THE  
OFFICE OF PERSONNEL MANAGEMENT

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF ADMINISTRATION

ISSUE DATE: December 15, 2003  
CLOSING DATE: December 22, 2003

ANNOUNCEMENT NUMBER:  
USTR-04-06-RG

***Title, Series & Grade:***  
**Information Technology Specialist**  
**GS-2210-13**  
**\$69,054 - \$89,774**  
**Full Performance Level: GS-14**

***Vacancy Location***  
**Office of the U.S. Trade Representative**  
**Office of Administration**  
**1724 F Street, NW**  
**Washington, DC 20508**

**AREA OF CONSIDERATION:** All Sources

**PLEASE NOTE:** Due to potential delays in the U.S. Postal Service, we encourage applicants to submit an electronic application or fax it to (202) 395-1262 or 1194 to ensure safe and timely receipt of applications. We cannot guarantee that applications which are mailed will be received before the closing date of the announcement to receive consideration.

**MAJOR DUTIES:** The incumbent serves as an Information Technology Specialist in the Office of Administration of the Office of the U.S. Trade Representative (USTR), and is responsible for analyzing and/or performing work necessary to plan, design, develop, acquire, document, test, implement, integrate, maintain, or modify systems for solving problems or accomplishing work processes by using computers. Major duties include the following: Analyzes and evaluates work concerned with integrated systems of computer programs and/or computer equipment; analyzes and manages IT security infrastructure; applies available technologies and basic management principles to adapt computer methods to a variety of subject matter situations; supports subject matter users by developing or designing applications for computers and/or in selecting, or assisting in selecting computer equipment; oversees/performs equipment installation or relocation, testing and acceptance processes; responds to and resolves problems with software, hardware and systems management; integrates several hardware, software, and/or computer related services to provide an integrated information system; may evaluate vendor software to assure that it will provide the desired results and operate properly on assigned equipment systems.

**MINIMUM QUALIFICATIONS REQUIREMENT:** Applicants must have one year of related experience equivalent to the next lower grade in the Federal service. Applicant's experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of this position.

**SELECTIVE PLACEMENT FACTOR:** Demonstrated knowledge of, and experience with, IT systems (including Windows NT4, Windows 2000, Windows XP, and Sun Solaris), and IT security applications in order to effectively analyze and evaluate the USTR's immediate and long term IT plans and programs.

**QUALITY RANKING FACTORS:**

1. Demonstrated ability to analyze an overall communications program for an agency/organization (to include telecommunications, IT, electronic communications, and other forms of communications), and to formulate proactive program plans and direction.
2. Demonstrated experience in working with state-of-the-art IT and telecommunications technologies, methods, standards, and issues to include: operating systems Windows NT4, Windows 2000, Windows XP, and Sun Solaris; as well as state-of-the-art IT security applications.
3. Demonstrated skill in preparing and implementing written policies and procedures, position papers, as well as in making persuasive presentations to senior officials on technical information and policy issues. (Writing sample may be required during interview.)

**APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE.**

**APPLICATIONS WILL NOT BE RETURNED.**

**RELOCATION EXPENSES WILL NOT BE PAID.**

If you omit any of the required information specified in Optional Form 510, applying for a Federal job, your application may be rated INELIGIBLE. To view a copy of OF-510 on-line, please go to [www.opm.gov](http://www.opm.gov); click on the following: "Quick Index"; then "Forms"; then "Optional Forms"; and again on "OF-510".)

**BASIS OF RATING:** APPLICANTS WILL BE RATED BASED ON AN EVALUATION OF THEIR EXPERIENCE/EDUCATION AND ON THEIR WRITTEN RESPONSES TO EACH OF THE SELECTIVE (if applicable) AND QUALITY RANKING FACTORS LISTED ABOVE. APPLICANTS SHOULD PROVIDE A SUPPLEMENTAL DOCUMENT (ON PLAIN PAPER, NO FORM REQUIRED), CONCISELY ADDRESSING EACH FACTOR SEPARATELY IN NARRATIVE FORMAT WITH DETAILED ANSWERS AND EXAMPLES OF RELEVANT EXPERIENCE. FAILURE TO ADDRESS SELECTIVE FACTORS AND QUALITY RANKING FACTORS WILL RESULT IN A RATING OF INELIGIBLE. A SCORE OF 90 OR HIGHER IS DEEMED "WELL QUALIFIED".

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Users of the Telecommunications Device for the Deaf (TDD) may call: (202) 395-1160.

**HOW TO APPLY:**

**THERE ARE 2 OPTIONS FOR APPLYING:**

**FAX to 202-395-1262/1194 the following:**

- (1) An Optional Application for Federal Employment (OF-612); or a resume; or the SF-171, Application for Federal Employment; or other written application, ensuring that all required information shown in Applying for a Federal Job, OF-510, is included in your application
- (2) Your latest SF-50, Notification of Personnel Action, and Performance Appraisal if you are a current or former Federal employee

- (3) On a separate sheet, a narrative summary of your experience and/or education which concisely addresses each of the Selective Factors and Quality Ranking Factors
- (4) If applicable, SF-15, Application for 10-point Veteran Preference

**ELECTRONIC SUBMISSION OF YOUR RESUME:** You can submit your resume from the USAJOBS web site on the Internet. After reviewing the full text of this announcement, click on the 'Submit Resume on-line' shown on this page. Create or edit your resume. Please be sure to use the space entitled "Supplemental Information" to add any additional information specified in this announcement, such as Quality Ranking Factors.

When you have finished and select 'Send', your resume will be sent to our agency. Electronic Resumes can only be sent using the special icon in our announcement. To apply on-line, you must prepare your resume and SEND it before midnight Eastern Time of the closing date.

After you complete and send OPM's online resume, you will receive a web page message stating that your resume (for the specified announcement number) was sent to our agency. This message serves as a confirmation of your mailing. If you do not receive this statement your resume was not successfully transmitted and you should try again. You may wish to fax a copy of this confirmation message with any materials that must be faxed in order to complete the application.

**NOTE FOR STATUS APPLICANTS:** Current Federal employees serving under permanent appointments in the competitive service, or former Federal employees with reinstatement eligibility, will be considered under the Agency's merit promotion procedures. Those status applicants who want to receive consideration under the competitive delegated authority procedures of this announcement must submit two applications. Mark one application "MERIT PROMOTION" and the other "DELEGATED EXAMINING".

**SECURITY CLEARANCE:** This position requires the selectee to obtain and maintain a security clearance. This means that a full field background investigation will be conducted including appropriate credit checks. Any offer made is considered a tentative job offer pending the outcome of pre-employment interviews and any additional information obtained prior to the initiation of a full background investigation. This agency has the right to rescind the tentative offer at any time before the actual starting date of employment based on any negative information that may be found during a preliminary security and/or credit check.

**DRUG TESTING:** The applicant tentatively selected for this position will be required to submit to urinalysis screening for illegal drug use prior to appointment. After appointment, the employee will be included in the agency's random drug testing program.

**EEO STATEMENT:** Applications will be accepted from all qualified persons. Consideration will be extended without discrimination for any non-merit reasons, such as race, color, religion, gender, sexual orientation, national origin, political affiliation, marital status, age, membership or nonmembership in employee organizations, or non-disqualifying physical disability. Disabled applicants, disabled veterans, or any other applicants eligible for noncompetitive appointment under special appointing authorities not requiring competitive status are eligible to apply regardless of the area of consideration and should clearly specify their special eligibility on their application.

**CITIZENSHIP:** Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs.

**Direct Deposit is REQUIRED: As a condition of employment, candidates appointed, competitively promoted, or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer.**

### **SPECIAL NOTE**

Displaced employees requesting special selection priority consideration under the Interagency Career Transition Assistance Program (ICTAP). If you are a displaced Federal employee, you may be entitled to receive priority consideration under the ICTAP. To receive consideration you must:

1. Be a displaced Federal employee. The following categories of candidates below (A and/or B) are considered displaced employees. You must submit a copy of the appropriate documentation such as RIF separation notice, letter from OPM, or a Certificate of Separation from your agency documenting your priority consideration status.
2. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement under section 8337 (h), or 8456 of title 5 United States Code;

OR

1. Current or former career or career-conditional (tenure group 1 or 2) competitive service employees who: received a specific RIF separation notice; or separate because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or retired with a disability and whose disability annuity has been or is being terminated; or upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a SF-50 that indicates "Retirement in Lieu of RIF"; or under the discontinued service retirement option; or was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
2. Be applying for a position at or below the grade level of the position from which you were being separated. The position must not have greater promotion potential than the position from which you are being separated.
3. Have a current performance rating of record (or last) of at least fully successful or equivalent (does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria.
6. Be rated well qualified for the position. To be considered well qualified you must earn a score of 90 or above (prior to the assignment of veterans' preference points) on the rating criteria

developed for this position. Applicants must address the selective and quality ranking factors in order to receive a rating.